

## E-Mail ALPERSRU L/02

Subj: PROCEDURES FOR RECALLING RETIREES

Ref: (a) [ALCOAST 124/02](#)  
(b) [ALCOAST 128/02](#)  
(c) [ALCOAST 176/02](#)  
(d) [SDA-II User Manual, HRSICINST M5231.2 \(series\)](#)  
(e) [Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(series\)](#)  
(f) [Certificate of Release or Discharge from Active Duty, COMDTINST M1900.4D](#)

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**Introduction** This E-mail ALPERSRU clarifies procedures for recalling retired Coast Guard members.

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**Discussion** References (a) through (c) announced the opportunity for retired members to return to active duty. This includes members who are scheduled to retire and desire to be immediately recalled to active duty.

While in an active duty status, recalled members will forgo retired pay (see note below) and receive full pay and allowances, commensurate to their pay grade and dependency status.

These members are not eligible for advancement or promotion during recall.

**Note:** Member is not required to execute a Waiver of Pension of retired pay for this. However, acceptance of recall orders constitutes a waiver of retired pay during period of recall of active duty.

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**Procedures for active duty members being retired and immediately recalled to active duty** The 'Immediate Recall From Retirement with no Break in Service (P193)' transaction in SDA II will be processed on these members. PERSRUs shall follow the procedures in Chapter 2, Section A, reference (d) to accurately prepare this transaction.

**Very Important:**

- The effective date of the P193 will be the last day of active duty (day prior to member's first day of retirement).
  - Members who retire and are immediately recalled to active duty are not entitled to sell leave. All leave must be carried forward.
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**Procedures for  
active duty  
members being  
retired and  
immediately  
recalled to  
active duty  
(cont'd)**

- Do not submit a regular retirement transaction on these members. The P193 will convert the member from a regular active duty member to a recalled retired active duty member.
- This transaction will only be used when there is *no* break in service.
- The PERSRU shall precede this transaction with a Statement of Intent (SOI) transaction to ensure uninterrupted pay and allowances on member.
- Prior to submitting the P193 transaction, the PERSRU shall verify the member's expected loss date. If the expected loss date is not far enough in the future to cover the active duty recall period, the PERSRU shall send E-Mail to [HRSIC \(MAS\)](#). HRSIC (MAS) shall update the expected loss date for enlisted members; for officers, HRSIC (MAS) will coordinate updating of the expected loss date with CGPC (opm).
- When a member is retired and immediately recalled to active duty, the procedures on pages 3-B-23 thru 3-B-25, reference (e), shall be followed. The member must submit Form CG HRSIC-4700 and related retirement paperwork to HRSIC (RAS) prior to the recall period. In accordance with reference (f), the member must be issued a DD Form 214.

**Procedures for  
retired  
members, with  
break in  
service, being  
recalled to  
active duty for  
30 days or more**

Member must have a break in service (been retired for at least 24 hours from active duty) and recall period must be 30 days or more.

- For **enlisted members** - PERSRUs shall follow the procedures in chapter 7, section D, reference (d).
- For **officers** - PERSRUs shall follow the procedures in chapter 7, section E, reference (d).

The following accession-related transactions must be input via the SDA II system:

- Initial Active Duty Information
- Endorsement Orders
- BAH Entitlement
- Subsistence Pay (enlisted only)
- CONUS COLA (if member is permanently assigned to an INCONUS unit)

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**Procedures for  
retired  
members, with  
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service, being  
recalled to  
active duty for  
30 days or more  
(cont'd)**

**Note:** Any other pay and/or allowances the member may be entitled to will need to be started also.

The following accession-related transactions must be entered via the CGHRMS system:

- State tax information
- Federal tax information
- Address for tax purposes
- Dependency/Emergency data information
- Servicemembers' Group Life Insurance (and Family SGLI)
- Payment Option Election
- Allotments

These transactions cannot be entered into CGHRMS until approximately one week after the other accession transactions have been input into SDA-II and processed through PMIS/JUMPS.

**Note:** Data in CGHRMS will be present for recently retired members. Do not submit any of the above transactions until the member's status in CGHRMS has been updated to reflect the accession. Changes entered while the system shows the member as retired are not passed to JUMPS.

In addition to the above SDA-II and CGHRMS input, the PERSRU shall also send an E-Mail to [HRSIC \(RAS\)](#) providing:

- Name, Rank, and SSN of the recalled retiree
- Effective date and period of recall
- Reference the letter/message from CGPC (rpm)/(opm)/(epm) which authorizes the recall.

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**Procedures for retired members, with break in service, being recalled to active duty for 30 days or more (cont'd)**

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Three of the most important data elements connected with the accession of a recalled retired member are:

- Pay Entry Base Date (PEBD)
- Active Duty Base Date. (ADBBD)
- Date of Rank (DOR)

This information is input on the Endorsement on Orders in SDA II.

**PEBD and ADBBD:** The member's PEBD and ADBBD shall be computed as follows:

You should subtract total service member had upon retirement to come up with PEBD and subtract total active service to come up with ADBBD.

**Example 1:** Member is recalled on 15 April 2002. Member had 20 years, 5 days total service upon retirement (which was all active). You subtract the 20 years and 5 days from the recall date to come up with a PEBD/ADBBD of 10 April 1982.

**Example 2:** Member is recalled on 15 April 2002. Member had 22 years, 10 days total service and 21 years, 2 months, 10 days total active service. You subtract the 22 years, 10 days from the recall date to come up with a PEBD of 5 April 1980. You subtract the 21 years, 2 months, 10 days from the recall date to come up with an ADBBD of 5 February 1981.

**DOR:** Member's DOR will be the date member is recalled to active duty.

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**Reporting  
additional  
active duty for  
recalled retirees**

If recalled retiree receives a new set of orders while on active duty, the PERSRU will need to submit a 'Report Additional Active Duty Authorized (P192)' transaction, in SDA II, in accordance with Chapter 2, Section B, reference (d). This transaction will record the new set of orders and will update the member's expected active duty termination date.

**Example:** Recalled retiree was brought on active duty 15 April 2002 for six months. Member receives new set of orders on 15 September 2002 extending active duty period for 6 months. PERSRU will prepare P192 with an effective date of 15 October 2002 extending member's active duty period for 6 months, making member's new expected active duty termination date 14 April 2003.

**Very Important:** The PERSRU shall precede this transaction with a Statement of Intent (SOI) transaction to ensure uninterrupted pay and allowances on member.

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**Releasing  
recalled retired  
members from  
active duty**

To release a recalled retiree from active duty, the PERSRU must submit a 'Release from Active Duty' (RELAD) transaction, in SDA II, in accordance with Chapter 8, Section B, reference (d). This transaction will release the member from active duty to be put into a full-retired status.

**Note:** The reason code used on the RELAD transaction will be '65' (to resume retired with pay status).

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**Procedure for  
retired  
members, with  
break in  
service, being  
recalled for less  
than 30 days**

If a PERSRU receives recall from retirement orders on a retiree (e.g., a regular retiree or a RET-1 reservist retired with pay), and the recall orders are for less than 30 days, the PERSRU shall fax a copy of the orders to HRSIC (RAS) at (785) 339-3770. HRSIC (RAS) shall pay the member manually as prescribed on page 3-A-4 of reference (e).

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**Recall of  
reservists who  
are in a RET-2  
(retired  
awaiting pay at  
age 60) status**

If a PERSRU receives recall from retirement orders on a reservist who is in a RET-2 status, the PERSRU shall send an E-Mail to HRSIC (MAS) and (RAS) providing the following information:

- Name, Rank, and SSN of the recalled retiree
- Effective date and period of recall
- TONO under which the recall is being effected
- Reference the letter/message from CGPC (rpm) which authorizes the recall.

The reservist shall be processed as prescribed on page 3-A-5, reference (e).

- If the recall period is for less than 140 days, the reservist will be paid by HRSIC (CST) in coordination with HRSIC (RAS).
- If the recall period is for greater than 139 days, HRSIC (RAS) will input transactions to transfer the reservist out of RET-2 status, then notify the PERSRU to submit appropriate transactions to have the reservist paid by PMIS/JUMPS.

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**Questions**

Questions may be directed to the [HRSIC Customer Service Team](#) at 785-339-3540, Option 2.

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**Released by**



**H. W. HEINEKEN**  
Deputy Director